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RECORDS MANAGEMENT DIVISION

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19 January 1955

MEMORANDUM FOR: Chief, DD/P-Admin**VIA:** Chief, FI/Admin
Chief, FI**SUBJECT:** DD/P Records Management Program**REFERENCE:**

- a.
- b.
- c. Memorandum from Chief, RI to DD/P-Admin, dated 20 February 1953, Subject: Disposition of Forms Control Records (Tab C)
- d. Memorandum from Chief, RI, to DD/P-Admin, dated 2 August 1954; Subject: Forms Management (Tab D).

1. On 8 December 1952, a records management program was established for the Clandestine Services . This formally amalgamated the programs conducted separately under GSO and OPC, and set forth the purpose and objectives of the new program. These objectives were concerned primarily with the consideration of immediate and future problems arising directly from the accumulation of records, lack of system standardization, and other aspects of records management dealing generally with maintenance and disposition. The creation of records was not specifically included in the program, although implied, because of the necessity for action on the other two accepted aspects. The main concern of the program was and is at present, the reduction of the existing record mass in the Clandestine Services, and to prescribe standard practices, procedures, equipment, etc., for increased record handling efficiency.

2. The implementation of the DD/P records management was planned to include three (3) phases as follows:

- a. Phase I: The identification of all file series held in the Clandestine Services, involving a physical inventory of all record holdings in the Senior Staffs and Area Divisions.

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- b. Phase II: The analysis and evaluation of all records inventoried preparatory to the determination of record control schedules.
- c. Phase III: The publication and application of record control schedules in the Senior Staff and Area Divisions by the respective record officers. (This phase may also be said to include the other aspects of a continuing records program.)

The objectives of improved and standardized filing practices, systems, equipment, and procedures will of necessity be considered on a continuing basis. In order to accomplish these objectives it was and is necessary to identify their requirements. This preliminary identification was also a product of the initial records inventory.

3. Phase I of the DD/P records management program is nearing completion. However, sufficient knowledge of records series and their value was obtained to permit the initiation of Phase II. As the result, [redacted] have been developed and approved for Head-

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4. Subsequent to the establishment of the DD/P Records Management Program, the Records Management and Distribution Branch, General Services Office, issued [redacted] entitled The Central Intelligence Agency Records Management Guide (Tab B). This guide ostensibly sets forth the aspects of the Agency records management program. However, there have been no instructions or program directives other than CIA Regulation [redacted] dated 14 July 1952 which formally stipulate the scope and requirements of area records programs. [redacted] is the only issuance which includes reports management, and forms management as being within the records management function of the Agency. In the absence of Agency program clarification, the functions of reports management and forms management were not included in the DD/P records management program. A decision as to forms management responsibility within the Clandestine Services has been requested in the memorandums attached as Tab C and Tab D.

5. There is no question that reports and form controls are necessary to efficient management. It is not questioned that these functions are required in the Clandestine Services. However, the present DD/P Area Records Officer Staff (2 individuals) is not adequate to assume the additional responsibility for reports management and forms control.

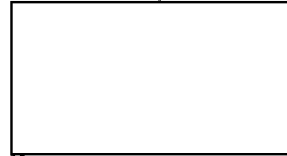
6. In order that there may be conformance with the Agency records management requirements it is suggested that the reports and forms management responsibility within DD/P be given a definite functional assignment. If considered to be an integral part of the records management function, it is requested that provisions be made for sufficient personnel to perform this

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function. These personnel should include Senior Staff and Area Divisions record officers, as well as at least 2 additional analysts assigned to the DD/P Area Records Officers. The Staff and Division position should include respective area records responsibility on a full time basis.



Chief, RI

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Enclosures:
As listed

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